

Tips for Filling Out Adobe Acrobat Fillable Forms

- 1. Once you open this document, tab to the first fillable field.**
- 2. Once you are done filling in the needed information, you need to print off the document, sign and date it in the appropriate boxes, and send it to IHFA.**

Please Note: You will **not** be able to save this form with your data unless you have the full version of Adobe Acrobat, not just the Adobe Acrobat Reader. It is unfortunately a drawback to this software, and it is why you will only see this capability on smaller forms. Make sure you print a copy for your records.

**INDIANA HOUSING FINANCE AUTHORITY
RESERVATION CHECKLIST
MORTGAGE CREDIT CERTIFICATE PROGRAM
IHFA Reservation Fax Number (317) 233-2558**

THIS FORM MUST BE TYPED OR PRINTED LEGIBLY

Originator Number _____ Reservation Number ____-____-____ Date _____

Reservation Completed by _____ Phone Number _____

*Loan Type _____ *Loan Amount _____

*Term _____ *Interest Rate _____

*Soc Sec # Borr _____

*First Name _____ MI _____ *Last Name _____

*Age _____ *Sex _____ *Ethnicity _____ *Marital Status _____
(put 99 if unknown) (put N/A if unknown)

*** If Co-Borr, then each field is required ***

Soc Sec # Co-Borr _____

Co-Borr First Name _____ MI _____ Last Name _____

Marital Status _____ Sex _____

*Purchase Price _____ *Acquisition Cost _____ New/Existing _____ *No. Units 1
(New=never occupied/Existing=previously occupied)

*Housing Type _____ *House No. _____ *Street _____ *City _____

*Zip Code _____ *County _____ *Census Tract _____ *Tar/N-Tar _____
(put 0.00 if unknown)

*Borr Wages _____ Co-Borr Wages _____ Non-Applicant Wages _____

*Household Size _____ *Prior Homeowner _____

*** Required Fields**